Communication Plan for Minor Participants
Expanding Your Horizons Conference

The National Institute for Mathematical and Biological Synthesis is dedicated to providing a safe environment for your child. We have formalized our policies to provide awareness to parents. Our facilities are inherently not equivalent to a middle school so additional adult supervision has been implemented to provide a similar level of security. To provide this environment we have established the following policies:

- **Drop-off/pick-up:** The drop-off/pick-up point will be on Volunteer Boulevard in front of P.P. Claxton Building. Instructions to this location can be found later in this document. A NIMBioS helper will have a sign-in/sign-out sheet to initial at drop-off and pick-up.
  - **Drop-off:** Students can be dropped off beginning at 8:30 am on November 9. The drop off time period is between 8:30 am and 8:55 am. If a student needs to be dropped-off after this time period, they can be brought to Claxton 205 for sign-in.
  - **Pick-up:** Pickup begins at 2:15 pm and continues through 2:45 pm. Individuals picking-up students need to be on an authorized pick-up list and must show photo identification at the time of pick-up. Individuals not on the list asking to pick-up students will not be allowed to leave with the student until we have confirmed the situation with one of the parent contacts.
- **Electronic devices:** We understand that your child may need access to an electronic device however students cannot use cell phone during program activities. All cell phones must be turned off and put away in the designated location at the start of camp. Students will have access to their phones before/after activities.
- **Location:** During normal operation of our program your child will be primarily located in Claxton Building (rooms 103, 105, 205, 206) and Temple Hall (first floor).
- **Contacts:** Contact information for the main representatives of the camp are located below for your benefit. All contacts and teachers of the camp will have undergone Minor Participation training and background checks prior to the start of the program and have been approved by the Education Coordinator.
  - Please provide contact information for the Primary Guardian and at least one other person that has permission to pick up your child on the ‘UT-EYH_Release_Forms’.
- **Food:** Morning snacks and lunch will be provided. Please indicate any dietary needs or concerns or food or other allergies on the ‘UT-EYH_Release_Forms’.
- Participants must be in pairs and with approved adult when outside the common classrooms.
- Participants will be escorted to and from the restrooms by an approved adult.
- The restroom will be checked prior to the girls using the facilities and the adult will wait outside the restroom.
- Students that are disruptive or cause other problems may dismissed from the program, and parents or guardians will be contacted to come pick them up.

**NIMBIOS Contacts**

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Phone #</th>
<th>Cell Phone/Text #</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Suzanne Lenhart</td>
<td>865-974-9349</td>
<td>865-201-0944</td>
<td><a href="mailto:slenhart@utk.edu">slenhart@utk.edu</a></td>
</tr>
<tr>
<td>Dr. Greg Wiggins</td>
<td>865-974-9364</td>
<td>865-742-9734</td>
<td><a href="mailto:wiggybug@utk.edu">wiggybug@utk.edu</a></td>
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Driving Directions:
Primary Drop-off – Volunteer Blvd. 2nd Floor Courtyard Entrance of Philander P. Claxton Building.

Main Classroom Location:
P.P. Claxton 205-206